

The Palestinian Institute for Youth Policy Making (PIYPM) is the Palestinian chapter of the Arab Institute for Youth Policy Making. PIYPM aims at promoting Palestinian youth participation in the policy and decision making processes. We offer a wide variety of programs and activities that help youth acquire unique skills and knowledge to become agents for change in the Palestinian society.

PIYPM is seeking candidates to fill a number of positions. These positions are located in the Gaza Strip in the Palestinian territories. If you are interested in one of the positions listed below, please follow the information provided, fill the application and email it with other required documents by 26 October 2012.

PLEASE NOTE: This is a voluntary position. Although, any financial needs related to activities will be covered by PIYPM

▪ **Secretary position**

**Purpose of the Position**

Provide administrative support to PIYPM administration through conducting and organizing administrative duties and activities including receiving and handling information..

**Education and Experience:**

- At least 2 years of experience in NGOs, CBOs, volunteering, media, or any relevant field.
- An experience of participation in programs abroad or studying abroad is preferable
- Relevant training or qualifications

**Responsibilities**

1. Prepare and manage correspondence, reports and documents
2. Organize and coordinate meetings, conferences, meeting arrangements
3. Take, type and distribute minutes of meetings
4. Implement and maintain office systems
5. Maintain schedules and calendars
6. Maintain databases
7. Communicate verbally and in writing to answer inquiries and provide information
8. Provide quarterly and yearly reports about the program
9. Ensure that all activities are implemented according to relevant legislation, policies and procedures of PIYPM and Arab Institute for Youth Policy Making.

## **Knowledge**

The applicant must have a strong knowledge of administrative work.

## **Skills**

The applicant must demonstrate the following skills:

- Team work and time management
- Analytical and critical thinking and problem solving
- Effective verbal, presentation, and listening communications skills
- Effective written communications skills in both Arabic and English languages
- Computer skills including the MS word.

## **Personal Attributes**

The applicant must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

**Please send your application and other required documents to:**

**Email: [piyvm.com@gmail.com](mailto:piyvm.com@gmail.com)**

**Deadline for application is 26 October 2012. We thank all applicants for their interest.**